

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
July 28, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, July 28, 2011 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Ms. Montemayor, Mr. Morgan, Mr. Nelson, Ald. Sampson, Mrs. Segalle, Mr. Stauber Soik, Ms. Wortche, and Mr. Zylman. Absent Board Members: Mrs. Johnson. Staff Members Present: Mrs. Menzer, Ms. Winkle, and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:45 p.m. and determined there was a quorum present.
2. Ms. Quinn led the Board in the Pledge of Allegiance.
3. There was no public comment.
4. Ms. Montemayor **moved** to approve the minutes of June 23, 2011. Mr. Zylman **seconded** the motion. The minutes were **approved**, 8– 0 – 1. Abstaining: Mrs. Segalle.
5. There was no correspondence, announcements or Common Council referrals. Ms. Winkle introduced the monthly Reading File of Customer Survey Comments and circulated it among the Board members.
6. Ms. Winkle stated that Governor Walker had made no changes concerning Maintenance of Effort (MoE) legislation in the budget bill so the MoE funding requirement for library service system membership ended on the effective date of the bill, June 30th, 2011. The President requested that MoE status updates be eliminated as a standard Board agenda item.
7. Committee Reports:
 - a. Finance Committee:
 1. Mr. Nelson reported on the Finance Committee meeting of July 28, 2011. The Committee reviewed and recommended adoption of the proposed 2012 Budget for submission to the Finance Department by July 29. Mr. Zehfus made a presentation on the proposed 2012 Budget. Mr. Nelson **moved** to forward the Proposed 2012 Mead Public Library Budget to the City Finance Department for review. **Seconded** by Mr. Zylman. The motion **passed**, 9 – 0.

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

July 28, 2011

2. Mr. Nelson began review and possible action on amendments to the 2011 Everhard-Forrer (850) budget based on actions previously approved by the Library Board. The Finance Committee recommended that the Board approve the amended 850 budget. Mr. Nelson **moved** that the Board approve the amended budget. Mr. Morgan **seconded** the motion. The motion **passed**, 9 – 0.
3. Mr. Nelson reported that the Committee discussed a variety of topics for the August 22nd joint meeting with the Common Council Finance Committee. The Committee settled on these topics: City tax support for Mead Public Library (MPL) in the 2012 budget, the city 2012 budget development process and time line, the MPL 2010 Annual report updated with 2011 data and MPL's E-content initiative.
4. The discussion of alternative methods of managing gifts to the Library was tabled for the next meeting.
5. Ms. Winkle reported on the Wisconsin E-Books Summit Report. Ms. Winkle distributed her written comments which responded to the report's recommendation to eliminate Resource Library agreements as a system service requirement. By **consensus** the Board approved Ms. Winkle's letter to the Department of Public Instruction.

b. Financial Report:

1. Mr. Nelson stated he had reviewed the expenditures and **moved** to approve payment of current expenditures, including payroll and recurring expenditures. Mr. Morgan **seconded** the motion. The motion **passed**, 9 – 0.
2. Mr. Zehfus introduced the July 2011 budget status report.
3. Mr. Zehfus introduced three Line Item Transfers. Mr. Nelson **moved** to approve them. Ms. Montemayor **seconded** the motion. The motion **passed**, 9 – 0.
4. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report, and the monthly report of gifts received. Gifts received: Mead Public Library Foundation \$26,315.98 for Dr. Jerome M. Maas Teen Learning Center furnishings and equipment; Douglas and Judy Born and family and friends \$1,000.00 in honor of Judy Born's 70th birthday for biographies and travel memoirs; Kathleen Hofschield \$20.00 in memory of William Wildman for adult nonfiction (history); Rollie and Cheryl Schoenenberger \$25.00 in honor of the 50th Anniversary of Neil and Carol Schwarz for adult fiction (mysteries); Charles B. and Heidi G. Black \$250.00, Mary Ann Windsor \$25.00, Kathleen Portmann \$25.00 in memory of Robert Kuechle for materials.

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

July 28, 2011

8. Ms. Quinn confirmed the date of the 2011/12 Joint Meeting with the Common Council Finance Committee (CCFC) to be August 22nd at 5:30 p.m. Topics for the agenda will be based on suggestions from the Board and the CCFC. By consensus it was recommended that the Homework Help initiative be placed on the agenda along with the previously listed topics.

9. Ms. Quinn stated the ad hoc Security Committee will handle two issues and then read the charge to the Board. Ms. Montemayor moved to approve the charge. Mrs. Segalle seconded the motion. The motion passed, 9 – 0.

10. Ms. Quinn appointed the following volunteers to the ad hoc Security Committee: Ms. Montemayor, Chair; Mr. Morgan, Mrs. Segalle, and Mr. Stauber Soik.

11. Director's Report:

- a. Ms. Winkle introduced Mrs. Menzer, who reported on the Online Homework Help Initiative for Teens project. Mrs. Menzer distributed a report. Brainfuse software was selected as the online tutoring program. Mrs. Menzer described how the Homework Help project will work and its effectiveness studied. Tutors will be contract workers not MPL employees. If the project proves successful it is hoped the donating foundation will fund it a second year. During discussion, Mr. Zylman raised a question about the use of contractors as Homework Help Center coaches. Ms. Winkle replied that she will confirm the earlier advice of the Human Resources Director.
- b. Ms. Quinn noted that the review of documents related to group film programs as a library service was rescheduled for August 25th.
- c. Ms. Winkle reported that MPL is experiencing the effects of reduced page funding in Circulation Services. A backlog of returned items for re-shelving developed recently with some library materials having to be piled on the floor. Ms. Winkle approved some additional page hours and other means to deal with the backlog. Circulation managed to clear that backlog in about a week, but others may develop.

12. Liaison Reports:

- a. Mr. Nelson reported that the Eastern Shores Library System (ESLS) Board met last Monday. As funding at or above MoE is no longer a statutory requirement for system membership, the ESLS Board will discontinue its MoE compliance effort with MPL. The system is also having financial difficulties, so it is looking at offering a retirement incentive to avoid having to lay off staff. Mr. Morgan also attended the recent ESLS meeting and toured the facility afterwards.
- b. Ms. Winkle reported that the Foundation will be a 2012 sponsor of the Children's Book Festival (\$5,000.00) and will support the 2013 Sheboygan Reads program (not to exceed \$7,000.00).

Page Four ...

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

July 28, 2011

- c. Ms. Winkle said the Dinner with Friends event will be on November 12th at the Grace Episcopal Church reception hall. While it has been nice to hold the event here at MPL, the logistics and preparation of the meals will just be so much easier at a site with full commercial kitchen facilities. The dinner will feature Italian cuisine.

11. At 5:08 p.m. Mr. Morgan **moved** to adjourn. Mrs. Segalle **seconded** the motion. The motion **passed**, 9 – 0.

Sharon Winkle, Secretary